



Transfer Opportunity And Promotional Recruitment

PRINCIPAL AIR QUALITY SPECIALIST Approx. \$78,775 - \$95,751 Annual Salary

Open: March 5, 2004 Close: March 19, 2004

The Bay Area Air Quality Management District is currently recruiting for the position of Principal Air Quality Specialist in the Rule Development Section of the Planning and Research Division. There is currently one (1) vacancy. This is a full-time represented position.

Under direction, this position performs the most complex program level assignments related to the District's development air quality regulations, and may supervise projects and provide team leadership on project specific basis; performs related work as assigned.

EXAMPLES OF DUTIES FOR THIS POSITION

- **Coordinates activities with other sections, divisions, or outside agencies and carries out the most complex assignments relating to the development, review and approval processes for the District's new or revised rules and regulations; coordinates the development of technological justifications, oversees the public and industry review process; and leads and trains staff.**
- Develops, recommends and implements District policies and programs to enforce statutory and regulatory requirements for enforcement; develops and recommends the District's position on various enforcement matters such as hearing board actions and settlement conferences.
- Participates in the development and implementation of policies and procedures.
- Reviews and summarizes data, prepares special and periodic reports and ensures program effectiveness.
- Conducts meeting and workshops with a variety of legal, public and private agency officials to explain and interpret technical policies, rules and regulations regarding programs.
- Participates in meeting, conferences, hearing boards and workshops with public and private agencies; serves on special committees and task forces relating to enforcement activities.
- Provides liaison and represents the District with industry, attorneys, the public and other agencies; provides technical expertise to District staff and counsel and to industry, the public and other agencies.
- May provide direction, training and work review to technical and support staff; prioritizes and follows up on work assignments to ensure timely completion.
- Advises staff on technical and regulatory issues.
- Prepares clear and concise technical reports, correspondence and other written materials.

MINIMUM QUALIFICATIONS

Equivalent to graduation from a four year college or university with major coursework in chemistry, engineering, environmental science or a closely related field and four years of experience developing and administering environmental enforcement programs.

(Additional information on reverse-side – Also visit www.baaqmd.gov)

OTHER REQUIREMENTS

Must possess a valid California Driver's License and meet the automobile insurability requirements of the District.

HOW TO APPLY

Interested BAAQMD employees must submit a completed BAAQMD application along with their responses to the supplemental application questions no later than **5:00 p.m. on Friday, March 19, 2004**. For an application packet, contact the Human Resources Office at (415) 749-4980 or visit our website at www.baaqmd.gov. Completed application packets should be returned to: Bay Area Air Quality Management District, Human Resources Office, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. A resume may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

SELECTION CRITERIA

Selection will be based upon a competitive examination consisting of a combined work product exercise and interview. Depending on the number of qualified applicants, an application screening and/or panel interview may be held. If a panel interview is utilized in combination with any other process, it will be weighted 80%.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

EOE